

HMC GENERAL INFORMATION
Important dates and planning information
2011-2012

1. Key dates/events

2011

August 176:30 pm Children’s Department Training/Dinner
 August 28First Sunday of Fall Quarter for Children
 August 28 4:00 – 7:30 pm Discovering My Church Family
 September 4 Labor Day/ No Children’s SS/Adult SS Optional
 September 11 Summer’s End Festival
 September 28 7: 00 pm Team Leaders Meeting
 Sept 30, Oct 1Virginia Relief Sale
 October 1 & 2..... MYF Retreat
 October 23..... 4:00-7:30pm 401 – Discovering My Life Mission
 October 26.....6:15-8:00 pm Family Fall Festival
 November 27..... First Sunday of Advent/Winter Quarter for Children
 December 1710-12:00 am Dress rehearsal for Children’s program
 December 185:00 pm Children’s Program
 December 24 10:00 pm Christmas Eve Service
 December 25 10:00 am Worship Only

2012

January 1Sunday am Normal Schedule
 January 7 2:00 pm Women’s tea
 January 224:00-7:30pm 201 –Discovering Spiritual Maturity
 January 29 6:00 pm Congregational Meeting
 February 19 4:00-7:30pm 101 - Discovering My Church Family
 February 22 Beginning of Lent
 March 12-19..... HARTS
 April 1 Palm Sunday
 April 5Maundy Thursday service
 April 6 Good Friday Service
 April 8Easter/ No Children’s Sunday School/Adult SS Optional
 April 224:00-7:30pm 301 – Discovering My Ministry
 June 15-17 Church Retreat at Highland
 June 18-22 Vacation Bible School
 September 2 ... Labor Day Weekend/ No Children’s SS/Adult SS Optional
 September 9 Summer’s End Festival
 October 316:15-8:00 pm Family Fall Festival
 December 1510-12 am Children’s Dress Rehearsal
 December 165:00 pm Children’s Program
 December 24Christmas Eve Service 10:00 pm
 December 30 Christmas Service (No SS)

(When scheduling Adult Sunday School Class Retreats and other events try not to conflict with major church events and activities (example: Lent, Advent, & Communion)

2. Information

a. Publication **Deadlines**

-Bulletin Announcements -- due to Church Secretary by Wednesday afternoon
 -Tidings Reports -- "Tidings" is published on the 1st Sunday of odd-numbered months. Editors need material two weeks before that Sunday. Sunday School Classes are **encouraged** to submit regular reports.

b. Submission of Committee **Minutes**

Each committee should appoint a secretary who will take minutes, type and distribute them. An email and hard copy of meeting minutes should be given to the church office (secretary will distribute to pastoral staff).

c. Important reminders

- ❖ **Check the Web:** www.hmchurch.org. Sermons, information, and more! Policies and Charts are available from the office or on website under members tab.
- ❖ **Committees should plan meetings** for the entire year if possible, setting meeting dates and time. When established, please email information or give a copy to our church secretary for posting. Please check church calendar (available on the web) for important church events such as communion, special speakers, congregation meetings, etc, and avoid planning meetings at these time.
- ❖ **HMC Facility Rental Policy.** Information is available in the church office
- ❖ **TV & VCR equipment** - If you wish to use a unit, please call the church secretary and reserve it. Only three are available and if you wait until your meeting time, you may be without one. Those who reserve have priority over others.
- ❖ **Use of MYF Room** - Please do not use this room without checking with the office and reserving it in advance.
- ❖ **Use of Library for meetings** - It is preferred that the library not be used as a meeting space.
- ❖ **Use of copiers** –You are free to use the copier in the main office. Instructions are posted on the copier. If used for personal use, a 10 cent per page donation would be appreciated.
- ❖ **Emergency number** - Contact a pastor/director at their home or call 476-2043 (Craig Maben) or 476-2047 (Luke Weaver) or 383-8023 (Fred Miller).
- ❖ **Phone numbers for all HMC staff** – 434-4463 and an extension
- ❖ **Work projects for church office staff** – a one week lead time is requested
- ❖ **Entrance to the Building** – contact Sharon Lehman if you need a code number to gain access to the building at times it is not normally open.
- ❖ **Building Management-** When using the building at off hours (evening meetings, Saturday meetings) please take responsibility for building management. You should be the last one out or designate someone to: **Shut off lights and lock the building**
- ❖ **Facility needs-** Report any repair needs or requested improvements to church administrator
- ❖ **SS Class Financial Management-**
 1. Plan on submitting a financial summary report to Administrator at the end of our budget year.
 2. Be careful to follow IRS Charitable giving guidelines throughout the year. Information (Policy #4415 Charitable Giving Guidelines) is available from the office or online.
 3. HMC administrator's name should be on your SS checking account.